



Program for Students who are
Deaf or Hard of Hearing

Student Handbook
2019-2020

Louis F. Cappelli, Sr. Student Center
Taft Hall, Office 316

Revised: February, 2020

Welcome

Camden County College welcomes you to the Program for Students who are Deaf or Hard of Hearing. The College offers a variety of courses and numerous campus activities to further your academic career and promote your personal growth. The Program's specialized support services are designed to help students become self-reliant and successful.

Background

The Program for Students who are Deaf or Hard of Hearing at Camden County College (hereafter known as the "Program") was established in 1988 through support from the New Jersey Department of Higher Education Special Services, the Division of Vocational Rehabilitation, and Camden County College.

The Program makes higher education accessible in New Jersey to many Deaf and Hard of Hearing individuals by offering certificate programs, degree programs, and comprehensive support services that accommodate the communication needs of the Deaf and Hard of Hearing population.

Vocational Rehabilitation Act of 1973, Section 504 And Americans with Disabilities Act

Under Section 504 of the Vocational Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990 (ADA), the College has a responsibility to accommodate and provide access to students with disabilities. The Section 504 reads, in part:

No otherwise qualified individual with a disability in the United States shall, solely by reason of his/her disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

This act that has been extended recently with the passage of the ADA and guarantees civil rights for Americans with disabilities. With respect to post-secondary education services, “otherwise qualified” means a person with a disability who meets the academic and technical standards requisite to participation in the program or activity.

Camden County College does not discriminate in admissions or access to, or treatment or employment on the basis of race, creed, color, national origin, ancestry, age, sex, marital status, veteran status, religion, affectional or sexual orientation, gender identification and expression, atypical hereditary cellular or blood trait, genetic information, disability or any other characteristic protected under applicable federal, state and local laws.

- Title IX and Section 504 for Employees: Assistant Director of Human Resources, 856-227-7200, ext. 4391, Roosevelt Hall, Room 106, Blackwood Campus
- Title IX and Section 504 for Students: Associate Dean of Students, 856-227-7200, ext. 5088, Taft Hall, Room 302, Blackwood Campus
- Title II for Employees and Students: Building Operations Manager, 856-227-7200, ext. 4575 Physical Plant, Blackwood Campus

Students and employees have the legal right to appeal grievances with the local Office for Civil Rights, New York Office for Civil Rights, U. S. Department of Education, 32 Old Slip, 26th Floor, New York, New York 1005-2500, Telephone 646-428-3900, Fax: 646-428-3843; Tdd: 800-877-8339, EmaOCR.Newyork@Ed.Gov

Accommodation Services

Section 504 of the law specifically refers to post-secondary and vocational education services. This section requires that colleges and universities make arrangements necessary to eliminate unlawful discrimination on the basis of disability. The key is accommodating the disability, not altering course content. With the exception of removing architectural barriers, no set formulas exist for making adjustments that will be helpful in every case. Thus, adaptations will be specific to the individual student and his/her disability. In every case, the intent is to accommodate the disability without altering academic standards or course content.

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Title IX and Section 504 Coordinator can be reached at (856) 374-5088 and is located on the Blackwood Campus, Taft Hall, Office 302.

Eligibility for Services

In order to be eligible to receive support services through the Program, the following documentation is required:

- 1) A Camden County College application form (completed online)
- 2) Documentation of hearing loss; i.e., current audiogram (no more than 2 years old)
- 3) High school and/or college transcript

Academic Accommodations

The law requires that course adaptations meet the unique needs of the student. However, adaptations of course procedures are not solely the instructor's responsibility. **Students are responsible to make their abilities and limitations known and to meet the instructor's expectations concerning attendance, class participation, performance, and work standards.** Academic adjustment topics that generally need to be addressed are sign language interpreting procedures, notetaking procedures, and test-taking procedures. Interpreting and notetaking procedures will be discussed and will be handled through the office. Testing accommodations will be handled as follows.

Testing Accommodations

Under Section 504 of the ADA, students who are Deaf or Hard of Hearing are entitled to alternative testing arrangements that provide optimum testing conditions. These arrangements may be provided by the faculty member administering the test or thru the College Testing Center.

Extended time testing

For many students, taking tests within the limited classroom period may not be a fair evaluation of a student's abilities. In most instances time and a half has been proven to be an effective accommodation. In this situation a student taking a test with a one-hour time limit will be given an additional thirty minutes to complete the test. There may be situations, due to time constraints, when it is not possible for a student to complete the test in the classroom. **It is the responsibility of the instructor and the student to make other arrangements for extended time testing or completion of a test.**

There are several options available for extended or make-up test taking. Students may complete the test in the instructor's office at an agreed upon time or in the college testing center. ***If an interpreter is needed during this time the student must complete an interpreter request form.*** Students must notify the D/HH Advisor a minimum of one week prior to the exam.

Keep in mind that interpreters are available to facilitate communication between the instructor and student during the test and are not responsible for proctoring tests.

Registration Process

Students who are Deaf or Hard of Hearing are encouraged to register as early as possible before each semester to ensure your support services (ie. Interpreters) are in place, we ask that you register through the D/HH office or provide the office with a copy of your registration as early as possible (preferably a month) before the semester begins.

Interpreting Services

The Program provides interpreting services for both credit and non-credit classes. Also for campus extra-curricular activities depending on interpreter's availability and adequate advance notice. All interpreters hired by the college are qualified and/or certified.

Interpreting services are scheduled according to the following priorities:

- 1) Classroom
- 2) Class required activities
- 3) Student/Instructor meetings
- 4) Associated student sponsored activities
- 5) Approved campus activities (i.e., plays, workshops, lectures, etc.)

Regular Classroom Assignments

All students who are Deaf are provided with interpreters in their mainstream classes. If interpreting services are needed for other special assignments outside of the classroom, there are procedures to follow.

How to Make a Special Request for an Interpreter, Note-taker or Tutor

Requests for on campus extra-curricular activities and special circumstances should be made in advance. Prefer 1 week advance notice but not less than a 2 day minimum.

1. For all special interpreter requests outside the classroom (i.e., Financial Aid, Business Office, Workshops, etc.) students must fill out a request form (sample below).
2. These forms can be found in the office **outside offices in Taft 315 & 316.**
3. Submit the completed form to the Administrative Assistant or Student Advisor.

Interpreter/Note-taker/Tutor Request Form

Date of Request:		Requested by:	
Service Needed: <input type="checkbox"/> Interpreting <input type="checkbox"/> Note-taking <input type="checkbox"/> Tutoring <input type="checkbox"/> Other _____		Email:	
		Phone/Text:	
Course Number:			
Class Name:			
College Function:			
Activity Date:		Activity Time:	
Activity Location:	Building:	Room:	
Assigned to:			
Service: Interpreting/Note-taking/Tutoring/Other			

Working With an Interpreter in the Classroom

An educational interpreter is a professional who facilitates communication and understanding among students who are deaf, the educational staff, and hearing students within an educational environment. It is not the interpreter's role to counsel or advise the students. Interpreters follow a code of professional conduct: that code is included at the end of this section for your information. The following guidelines will enable students to work successfully with an interpreter in the classroom.

Guidelines:

1. The interpreter will stand or sit in front of the classroom near the instructor. The student should sit where he/she can clearly see the interpreter.
2. If the student has a question, he/she can ask the teacher. The interpreter will voice the question.

3. The interpreter will sign what the teacher and other students say in the class. If the student misses something, he/she may ask the teacher to repeat it.
4. The interpreter will sign the teacher's and the students' comments during class as well as voicing what the student signs. Private conversations should be held outside of classroom. Personal conversations with the interpreter, should be held outside of the classroom during non-interpreting time.
5. If the student has a problem understanding the interpreter or any other problem with the interpreter, the student should see the Student Advisor.
6. If the student has a problem with his/her classes or the teacher, see the Student Advisor.

Student Tardiness/Lateness

The Program follows a standard policy regarding scheduling interpreting assignments to ensure that students are being served and to make efficient use of the interpreter's time. Therefore, interpreters are required to wait for the students for the following time periods:

<u>Class Time Period</u>	<u>Waiting Period</u>
50 minute class	10 minutes
1 hr 15 min. class	15 minutes
2.5 hour class	30 minutes

Once the interpreter's waiting period has expired, she/he will return to the Program Office. The interpreter may then be reassigned to another class or assignment.

Interpreter No-Show

If the interpreter does not show up for a class or assignment, the student should contact the D/HH office as soon as possible. A replacement will be sent, if one is available.

Notification of Absence

It is the responsibility of the student to show up for every class throughout the semester; however, there may be a situation when a student cannot make it to class when possible. **Students should notify their interpreter (s) 24-hours in advance if they will not be attending class.**

The Program employs qualified/certified interpreters and C-Print captionists in an effort to provide students with the best possible support services. These support services require resources and time to prepare. For this reason we ask for your cooperation in notifying your Support Service Provider (ie: Interpreter or Captionist) if you cannot attend a class.

Students who miss two consecutive classes without notifying the Program Coordinator will have their support services temporarily suspended. The interpreter/C-Print captionist will return to the Program Office and may be temporarily reassigned. In order to have his/her interpreting or C-Print captioning services reinstated, he/she must inform the program office. Students who continue to have frequent absences may be asked to meet with the Student Advisor and the Director of Disability Services.

Interpreter Evaluations

The student will be given the opportunity to evaluate or express their opinions of the performance of interpreters/captionists assigned to their classes. These evaluations are usually given in the middle and/or at the end of the semester. We appreciate your honesty when filling out evaluation forms because it is your feedback that will help us continue to provide quality services. The evaluation is confidential; no student names appear on the evaluation forms.



C-Print Captionists' Code of Ethics

- 1) The captionist will accurately represent the content of the material presented in the classroom or other captioning situations to the best of his her ability. No personal opinions or advice may be interjected.
- 2) The captionist will provide services only in settings for which he or she has adequate training and skill.
- 3) The captionist will keep all assignment-related information confidential.
- 4) The captionist will attempt to facilitate communications between deaf/hard of hearing people and hearing people. When necessary, the form of the language may be modified, but the content of the message must be maintained.
- 5) The captionist will behave in a professional manner, and abide by the policies and procedures of the agency being served.
- 6) The captionist will strive to further knowledge and skills through participation on workshops or other continuing education situations.

Notetaking Services

Working With a Notetaker in Your Classroom

The Program Office provides notetaking services for all students who are Deaf or Hard of Hearing. Note-takers are trained and employed to provide quality notes.

How Notetaking Benefits the Student:

1. It is difficult for the student to watch the interpreter and take notes at the same time.
2. The student's notes will help him/her to remember the lecture.
3. The student can use his/her notes as a study guide for quizzes and tests.
4. The student's notes are like an assignment book because the notetaker records all class announcements at the beginning of each class.
5. Difficult vocabulary will be defined which will enforce English and provide a better understanding of the class.
6. The student's notes will provide him/her a more equal opportunity to be involved in the class.

The student guideline for a successful experience with notetaking services by following these guidelines:

1. The student should introduce himself/herself to the notetaker in the beginning of the semester, sometime before or right after the first class.
2. The student should inform the program office immediately if the notetaker is often late, does not show up for class, or is not performing to your satisfaction.
3. The student should fill out the notetaker evaluation forms each semester for each of his/her classes.

Student Notetaking Policy

The students may pick up their notes in the mailbox located in Taft Hall office outside office 315.

The Student Will Receive Notes:

1. In your mailbox the same day.
2. At the end of the class.
3. Via email.

The Student Will Not Receive Notes:

1. On any day he/she does not attend class.
2. If a student does not want to receive notes, a waiver form must be signed.

The Student's Responsibilities:

1. The student must pick up his/her notes within 24 hours of the class.
2. If the student is not happy with his/her notes, he/she should first discuss it with the notetaker. If the problem continues notify the program office.
3. If the student misses a class, he/she is responsible for getting the notes from another classmate.
4. The student is responsible for honestly filling out the notetaker evaluation forms.

Tutoring Services

Tutoring services are available to all Camden County College students through the Tutor Center in Taft Hall, Room 107. Interpreters can be requested for tutor sessions. The College Interpreters who sign may be available for tutoring. Both individual and group tutoring services are available to clarify and reinforce class content. Students requesting tutoring services must submit a **Tutor Request Form** to the Program office.

Peer Tutoring

Individuals interested in providing tutoring services must:

1. Attend class regularly.
2. Maintain an "A" average in the subject being tutored.
3. Be recommended or approved by an instructor in the subject area being tutored.

Tutoring Procedures

1. Not all tutors can sign. Students can request interpreting services if the tutor doesn't have sign language skills.
2. Tutoring may be requested beginning the second week of school.
3. The student must fill out a Tutor Request Form before tutoring will begin.
4. Tutoring sessions will begin as soon as a qualified tutor is located.
5. The student must attend class regularly in order to receive tutoring.
6. The student's request for tutoring may be grouped with similar tutoring requests whenever possible.
7. Students may receive up to three hours of tutoring a week for a three-hour class.
8. **If the student cannot keep his/her tutoring appointment, he/she must contact the tutor and tell him/her. (Please call at least one hour before the scheduled tutoring time.)**

Tutoring Limits

1. Must be in a class currently for which you are requesting tutoring.
2. All tutoring must be in the tutor center or a lab.
3. Sessions will be 1.50 per session maximum.

Student Responsibilities

Guidelines for working with a tutor:

1. Attend class. The instructor is the student's primary source of information and assistance. The tutor can help the student review and work through trouble spots, but the tutor may not serve as a substitute teacher.
2. Have specific questions and/or problems prepared for the tutor. Study outside the tutoring session. Keep in mind that the tutor is not a study partner. If the student desires a study partner, he/she might consider working with a classmate or hiring a private tutor.
3. The student should do the homework and read the assignments before coming to the tutoring session. The tutor will help the student with homework that he/she does not understand. The student **must try to do** the homework before the tutoring session.
4. The student must bring his/her textbook, notes, old quizzes, and old tests to the tutoring sessions. The tutor may not have the same text.
5. The student should do as much work on his/her own as possible during the tutoring session.
6. The student must let the tutor know if the pace is too fast or too slow for him/her. The student must communicate with the tutor so he/she is informed, especially if the student is pleased with the sessions and with the progress in the class.
7. The student must inform the tutor or support service coordinator if he/she feels that the tutor assignment is not right for him/her.
8. The student should visit the instructor during his/her office hours. It is very good policy to let the instructor see that the student is making an extra effort.
9. The student should talk with the instructor or the tutor to make sure he/she has proper study habits.
10. The student should notify the tutor and the Student Advisor if tutoring services are no longer needed or if additional help is needed.

Tardiness/Absence/No Shows

1. A tutor assigned by the program is only expected to wait 10 minutes beyond the scheduled appointed time. After this time the tutor will not be available.
2. Students who miss two consecutive tutoring sessions without notifying the

program advisor will have their tutoring services temporarily suspended and will meet with the D/HH Student Advisor to discuss their absences.

GRIEVANCE PROCEDURE

Any student who has a grievance or concern that is not related to an academic issue, should do the following:

1. Contact the D/HH Advisor immediately. If the D/HH Advisor cannot resolve the concern, the student should contact the Director of Disability Services to resolve the concern.
2. If the Director of DSO cannot resolve the concern, the student should schedule an appointment with the Associate Dean of Students, Title IX and Section 504 Coordinator.
3. If the Associate of Dean is unable to resolve the concern, the student then can appeal with the Dean of Enrollment and Student Services.
4. If the concern is still not resolved, the student can then appeal to the Vice President of Enrollment and Student Services.

Please note:

- D/HH Program Advisor is located in Taft Hall, Office 316 and can be reached at 856/227-7200, ext. 4255 or at dhhservices@camdencc.edu
- Disability Services Director is located in Taft Hall, Office 311 and can be reached at 856/227-7200, ext. 4430 or at tburkholder@camdencc.edu
- Associate Dean of Students, Title IX and Section 504 Coordinator is located in Taft Hall, Office 302 and can be reached at 856/227-7200, ext. 5088 or at jtenuto@camdencc.edu

Get Connected

The D/HH Student Advisor will provide the assistance with resources and referrals for students academic and career needs. See your student advisor for information.

Information will be provided on the following issues.

1. Referrals to appropriate Vocational Rehabilitation counselors
2. Admissions and Registration
3. Financial Aid Applications
4. Selection of a program of study/student planning
5. Obtaining information relevant to college success
6. Preparation for graduation
7. Referral to appropriate community services.

Assistive Devices

Camden County College continually strives to make its campus accessible and barrier free. Buildings are equipped with flashing light fire alarms. The D/HH Office provides information regarding assistive devices for students who are deaf or hard of hearing to college personnel. Descriptions of equipment and their locations follow:

Flashing Fire Alarms – Are located in the Papiano Gym, Madison, Community Center, Lincoln Hall, Physical Plant, Taft, Halpern Hall and all other buildings.

Video Phone (VP) – Is available in Taft 316.

Clubs and Extra-Curricular Activities

There are many clubs on campus, each geared to satisfy the special interests among the student body. Here are a few: ASL Club, Animal Care Club, Vet Tech, Chemistry Club, and Phi Theta Kappa Honor Society. A more extensive list of clubs and organizations along with their descriptions can be found in the College Student Handbook, which is available through the Office of Student Life and Activities located in Taft Hall, Room 302.

https://www.camdencc.edu/student_life/clubs-organizations/

Athletic Activities and Intercollegiate Sports

Students are encouraged to take advantage of College athletic facilities, an athletic center with a weight and fitness room, basketball/volleyball courts, and various outdoor playing fields. For more information about athletic/sports activities see the current Camden County College Student Handbook.

https://www.camdencc.edu/wp-content/uploads/CCC_Handbook_2020-final.pdf

College Campus Vocabulary

Academic Transcript – the College report card

Alumni – graduates of the College

Alumnus – a male graduate

Alumna – a female graduate

Audit – the process of taking a course without a grade or credit. This process must be requested during the registration process.

Business Office – the office for payment of tuition and fees

Charge back – A form for our out-of-county students that must be signed and returned to their county courthouse to ensure that Camden County is reimbursed for their attendance at our institution.

Commencement – College graduation ceremony

Co-op – Short for co-operative education, an advanced credited class that offers real life job experience

Co-requisite – a course that must be taken during the same semester as another course (see pre-requisite.)

C-Print – a computer-aided speech-to-print transcription system developed at the National Technical Institute for the Deaf (NTID) as a support service option for some deaf and hard of hearing students in mainstream educational environments.

Curriculum – College major field of study

Financial Aid Office – the office that processes financial aid applications to award federal and state scholarships, grants, loans and work study

Full-time Status – enrollment in 12-18 credits for the semester

Matriculated Student – a student who has been accepted into the College and is working towards a degree or certificate.

Military Time – time based on a 24-hour clock (0100 – 1 a.m., 1300 – 1 p.m.)

MyCCC Portal- CCC's online program where students can access everything in their accounts.

NJCBSPT – (The New Jersey College Basic Skills Placement Test) - This is a required test for placement into mathematics and English courses.

Non-matriculated – a student who is taking courses but is not working toward a degree at Camden County College.

Official Withdrawal – the process of withdrawing from a class. Withdrawal forms can be found in the Student Advisor's office, Taft 316. It is vital that students are aware of the appropriate withdrawal dates for refunds and deadlines. These dates are listed each semester in the credit schedule and College tab.

Part-time Status – enrollment in less than 12 credits for the semester

Prerequisite – a course that is required to be completed before enrolling in the next level course, for example: for Basic Drawing II, the prerequisite is Basic Drawing I.

Registrar's Office – the College office that processes student's records, i.e., grades, transcripts

Registration – the process of enrolling in courses; this is done each semester before classes start

Stipend – checks issued from the Financial Aid Office

Syllabus – a list of assignments, textbooks, and requirements for a course usually distributed by the instructor during the first week of class

Tuition and Fees – the cost of one's education: it varies according to the number of credits that one is enrolled in, the need for lab fees, and the student's enrollment status

Important Phone Numbers

Camden County College Main Number 856-227-7200 (voice only)

Program for Students who are Deaf or Hard of Hearing/Disability Services

Voice	856-227-7200 x4430 (Director of DSO)
Voice	856-227-7200 x4506 (Admin. Asst.)
Fax	856-374-5003
VP	856-302-0024

NJ Relay 711

Security	extension 4288
Security Emergency Number	856-227-7200 ext. 5089

Web Sites

College Site	www.camdencc.edu
Our Department	www.camdencc.edu/departments/deaf/index.htm

School Closing Information for Snow & Bad Weather

Day Classes	559
Night Classes	2559
One Hour Late – Class begins at 9 a.m.	5559

Two Hour Late – Class begins at 10 a.m.

6559

*Please check the college web page and all of the college's social media for information as well.

“Have a great academic experience.”